

**15 November 1995**

**Security**

**PRESIDENTIAL/SENIOR EXECUTIVE/  
SPECIFICALLY DESIGNATED  
SPECIAL AIR MISSION  
UNESCORTED ENTRY LIST (UEL) (PA)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes policy, responsibility, and procedures for requesting additions to or deletions from Presidential Support Duty (PSD) positions and for processing additions, deletions or corrections to the Unescorted Entry Lists (UELs) for Presidential, Senior Executive (SENEX), or Specifically Designated Special Air Mission (SDSAM) aircraft. This directive applies to Andrews AFB units with Presidential, SENEX or SDSAM positions. It implements AFI 31-101, Vol 1 and AFI 31-501. This instruction is affected by the Privacy Act of 1974; authority: AFI 31-101, Vol 1. The purpose and routine use of this information is required for unescorted entry to priority resources located on Andrews AFB. Disclosure of personal information is mandatory if unescorted entry is required.

**SUMMARY OF REVISIONS**

This revision updates organizational name for Headquarters, 497th Intelligence Group/INS. Reflects investigative requirements for PSDs. Changes routing procedures for additions to SENEX UEL.

**1. Procedures for Preparing the Presidential/SENEX UEL:**

- 1.1. Headquarters, 497th Intelligence Group/INS (HQ 497 IG/INS) has granted each unit involved in Presidential support activities a specific number of PSD positions. Units cannot exceed the allotted number of positions, and must provide to 89 SPS/SPAI justification for proposed increases. Requests for additional PSD positions will be forwarded to HQ 497 IG/INS for final approval.
- 1.2. Personnel occupying specifically designated PSD positions in support of Presidential arrivals and departures and personnel who perform security duties within the maintenance and support complex and Presidential aircraft will be nominated to PSD positions in accordance with AFH 31-502. They must have at least one year retainability on station as of the projected selection date.
- 1.3. Procedures for nominating an individual for PSDs are in [Attachment 1](#). When personnel are selected, HQ 497 IG/INS places them on the "Report of DoD Personnel Assigned to Presidential Sup-

port Duties" (D-934 Report), and notifies the unit by letter. The unit security manager will place this letter on file and keep it as long as the individual fills a PSD position.

1.4. When a HQ 497 IG/INS selection letter is received, commanders of personnel who must enter or provide security for the aircraft or who work on equipment essential to the launch of Presidential aircraft should use the format at [Attachment 2](#) to place them on the Presidential UEL in one of the following categories:

**1.4.1. Category A.** Authorized unescorted entry to the aircraft at all times. Authorized to vouch for both duty and nonduty visitors. Presidential Pilot (89 AW/PP) must approve assignments in this category.

**1.4.2. Category B .** Authorized unescorted entry to the aircraft at all times. Authorized to vouch for duty personnel only. Presidential air and ground crew personnel will be assigned this category. The 89 AW/PP must approve assignments in this category.

**1.4.3. Category C .** Authorized unescorted entry only to the close-in security area while performing official duties. Security police and airlift services personnel will be assigned this category.

1.4.3.1. When assigned to a Presidential aircraft for aeronautical duty, security police personnel are authorized unescorted entry to their assigned aircraft.

1.4.3.2. Airlift Services technicians are authorized to service the aircraft within the close-in security area, but are not allowed unescorted entry into the aircraft.

**1.4.4. Category D .** Authorized unescorted entry to aircraft located outside of the Presidential exclusive parking zone, and only when assigned as an air crew member for a particular mission. These personnel are not permitted unescorted entry on a day-to-day basis. Only select crew members from 1 AS and 99 AS will be assigned this category. These personnel will not be authorized escort authority.

1.5. Commanders of personnel who must enter SENEX aircraft should use the format at [Attachment 3](#) to place them on the SENEX UEL in one of the following categories:

**1.5.1. Category A .** Authorized unescorted entry into the aircraft and close-in area at all times; may escort duty and nonduty visitors into the aircraft and close-in security area.

**1.5.2. Category B .** Authorized unescorted entry into the aircraft and close-in area at all times; may escort duty visitors only.

**1.5.3. Category C .** Authorized unescorted entry to the close-in area in performance of official duties; does not have escort authority.

1.6. Send request for category or UEL additions to Administration Security, 89 SPS/SPAI, Stop 57. Send the request through 89 AW/PP, Stop 105 when it is for Presidential Category A or B access. The Presidential pilot approves unescorted entry to Presidential aircraft and approves specific categories for individuals on the Presidential UEL. Send requests for additions to SENEX UEL through 89 OPG/DOS. The UEL, authenticated by the Chief, Presidential Aircraft Security (CPAS) or the Presidential Support-- Security Assistant, 89 SPS/SPAI, constitutes the written designation of escort officials required by AFI 31-101, Vol 1.

1.7. Requests received before the 18th of the month will be processed in time for the individual's name to appear on the next monthly UEL.

1.8. Delete individuals from the D-934 Report and/or Presidential/SENEX UEL when they no longer perform PSDs with the unit indicated on the HQ 497 IG/INS selection letter.

1.8.1. To delete an individual from the Presidential/SENEX UEL, see paragraph 4.1.1. If the individual has a permanent change of assignment (PCA) to another Andrews AFB unit, indicate the unit on the deletion notification.

1.8.2. To delete an individual from the D-934 report, the unit commander or security manager will endorse the HQ 497 IG/INS selection letter to 89 SPS/SPAI, requesting the individual be deleted from the PSD program and giving the reason for deletion. If the individual is going PCA to another Andrews AFB unit, indicate the gaining unit. The commander of the gaining unit must request revalidation for PSDs, if applicable, through 89 SPS/SPAI.

## **2. Procedures for Preparing the Specifically Designated Special Air Mission (SDSAM) UEL:**

2.1. Individuals requiring unescorted entry to SDSAM aircraft must have, as a minimum, a favorable entrance national agency check (ENTNAC) before being placed on the SDSAM UEL. Additionally, commanders will interview the individuals to determine suitability which will include the screening of the person's medical records.

2.2. The unit commander must notify 89 SPS/SPAI using the format in Attachment 4. Security police personnel assigned to 89 SPS are added according to paragraph 3.

2.2.1. The request must indicate one of the following categories the individual will require:

**2.2.1.1. Category A.** These personnel are granted unescorted entry to SDSAM aircraft and the close-in security area and are designated as escort officials for duty and nonduty visitors.

**2.2.1.2. Category B.** These personnel are granted unescorted entry to SDSAM aircraft and the close-in security area and are designated as escort officials for duty visitors only.

**2.2.1.3. Category C.** These personnel are granted unescorted entry to SDSAM aircraft and the close-in security area for duty only with no escort authority.

**2.2.2. AF Form 2583**, Request for personnel security action, is attached to the letter of request. The AF Form 2583 must be current within 180 days.

2.3. When authenticated by CPAS or the Presidential support--security assistant, the SDSAM UEL will constitute the written designation of escort officials required by AFI 31-101, Vol 1.

2.4. When the commander's letter of request is received, 89 SPS/SPAI places the individual's name on the SDSAM UEL. Requests received before the 18th of the month will be processed in time for the individual's name to appear on the next monthly UEL.

**3. Adding and Deleting Security Police.** The 89 SPS/SPAI is responsible for adding security police personnel to or deleting them from the UELs. Formal letters of request from the Commander, 89 SPS, are not required.

## **4. Unit/Staff Security Manager Responsibilities.**

- 4.1. To ensure the accuracy of the UELs and D-934 report, each unit security manager will:
  - 4.1.1. Review and correct the UELs and D-934 report within five working days of receipt. Identify all deletions by lining through the individual's name. If the individual is going PCA to another Andrews AFB unit, indicate the unit. In all cases, include the reason for the deletion: Permanent change of station (PCS), permanent change of assignment (PCA), separation, retirement, etc.
  - 4.1.2. Notify 89 SPS/SPAI of necessary changes or corrections to the D-934 report. Return one corrected copy of each D-934 report and UEL to 89 SPS/SPAI.
  - 4.1.3. Establish procedures to ensure that 89 SPS/SPAI is notified of all deletions from the D-934 report and Presidential/SENEX/SDSAM UELs. These procedures will become a formal part of squadron clearance action for units having Presidential, SENEX and/or SDSAM positions.
  - 4.1.4. The 89 SPS/SPAI must be notified immediately if an individual's unescorted entry authority to SDSAM aircraft is removed for cause or if an individual is removed from PSDs for cause. After duty hours, this notification will be made through 89th Security Police Squadron, Law Enforcement Desk, ext. 2-2001.

MONROE S. SAMS, JR., Brigadier General, USAF  
Commander

**Attachment 1****REQUESTING A SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI)  
FOR PRESIDENTIAL SUPPORT DUTIES**

**A1.1.** Only the best qualified and most trustworthy individuals will be nominated for Presidential Support Duty (PSD) positions. Commanders will complete actions required by AFH 31-502, before nominating an individual for PSDs.

**A1.2.** A nomination package for personnel already assigned to Andrews AFB units will be prepared and submitted to 89 SPS/SPAI: the unit commander is responsible for ensuring that the package is complete and accurate. The nomination package will consist of:

A1.2.1. Nomination letter.

A1.2.2. Medical statement and AF Form 2583. Indicate in item 30: SSBI required for PSDs.

A1.2.3. SF 86, Questionnaire for National Security Positions. Note: If using the electronic personnel security questionnaire, bring the computer disk and one hard copy of the SF 86 to SPAI. Include character references who can certify activities at all military installations, from present assignment back to enlistment, seven years or to 16th birthday, whichever is shorter. References must have sufficient knowledge of subject to comment on his/her background, suitability, and loyalty and must have had monthly to quarterly contact with subject. Telephonic contact and contact through correspondence will not suffice. Include employment, self-employment, part-time employment, and/or unemployment.

A1.2.4. FD 258, Fingerprint Card, two copies. Fingerprints are taken by security police personnel in Building 1845, Room 12.

A1.2.5. Immediate supervisor's certification for upgrade of security clearance or periodic reinvestigation.

## Attachment 2

**SAMPLE LETTER REQUEST FOR UNESCORTED ENTRY TO PRESIDENTIAL AIRCRAFT**

MEMORANDUM FOR 89 AW/PP

89 SPS/SPAI

IN TURN

FROM:

SUBJECT: Request for Unescorted Entry to Presidential Aircraft

1. Request \_\_\_\_\_ (Name, Rank, SSAN) be granted unescorted entry to Presidential aircraft in accordance with AFI 31-101, Vol 1. This individual requires regular and frequent unescorted entry to accomplish duties as a \_\_\_\_\_ (duty title) on aircraft \_\_\_\_\_. Request individual be granted C-25 Category (A, B, C, or D) and/or Upgrade Category (A, B, C, or D).

2. The individual was selected for Presidential Support Duties by HQ 497 IG/INS on \_\_\_\_\_.

COMMANDER'S SIGNATURE

1st Ind, 89 SPS/SPAI

TO: (Unit)

Action taken as requested. Please notify 89 SPS/SPAI when this individual no longer requires unescorted entry to Presidential aircraft. This individual will be listed on next month's UEL.

**Attachment 3**

**SAMPLE LETTER REQUEST FOR UNESCORTED ENTRY TO SENEX AIRCRAFT**

MEMORANDUM FOR 89 OG/DOS

89 SPS/SPAI

IN TURN

FROM:

SUBJECT: Request for Unescorted Entry to Senior Executive (SENEX) Aircraft

1. Request \_\_\_\_\_ (Name, Rank, SSAN) \_\_\_\_\_ be granted unescorted entry to Senior Executive (SENEX) Aircraft. This individual requires regular and frequent unescorted entry to accomplish duties as a \_\_\_\_\_ (duty title) on SENEX Aircraft. Request individual be granted Category \_\_\_\_\_ (A, B, or C \_\_\_\_\_).
2. I have interviewed this individual and determined that he/she is suitable and qualified to perform duties involving SENEX.
3. The individual was selected for Presidential Support Duties by HQ 497 IG/INS on \_\_\_\_\_ .

COMMANDER'S SIGNATURE

1st Ind, 89 SPS/SPAI

TO: (Unit)

Action taken as requested. Please notify 89 SPS/SPAI when this individual no longer requires unescorted entry to SENEX Aircraft. This individual will be listed on next month's UEL.

**Attachment 4****SAMPLE LETTER REQUEST FOR UNESCORTED ENTRY TO SDSAM AIRCRAFT**

MEMORANDUM FOR 89 SPS/SPAI

FROM:

SUBJECT: Request for Unescorted Entry to SDSAM Upgrade Aircraft

1. Request \_\_\_\_\_ (Name, Rank, SSAN) \_\_\_\_\_ be granted unescorted entry to SDSAM Upgrade Aircraft in accordance with AFI 31-101, Vol 1. This individual requires regular and frequent unescorted entry to accomplish duties as a \_\_\_\_\_ (duty title) \_\_\_\_\_ on aircraft \_\_\_\_\_ . Request individual be granted Upgrade Category \_\_\_\_\_ (A, B, or C) \_\_\_\_\_ .

2. I have interviewed this individual and determined that he/she is suitable and qualified to perform duties involving SDSAM aircraft.

COMMANDER'S SIGNATURE

Attachment:

AF Form 2583

1st Ind, 89 SPS/SPAI

TO: (Unit)

Action taken as requested. Please notify 89 SPS/SPAI when this individual no longer requires unescorted entry to SDSAM aircraft. This individual will be listed on next month's UEL.